

Indian Family

Primary Care Clinic
1220 Central Avenue, Suite 2B
Great Falls, MT 59401
Phone 406-268-1510
Fax 406-268-1914



Health Clinic

Administration & Behavioral Health Offices
1220 Central Avenue, Suite 1B
Great Falls, MT 59401
Phone 406-268-1587
Fax 406-268-1572

January 4, 2006

Medical Receptionist

The Indian Family Health Clinic has an opening for a front office, medical receptionist. We are looking for an energetic & dependable individual to join our team. Duties will include but are not limited to: handling all incoming telephone calls, scheduling appointments, managing patient flow, data entry and other assigned duties. Must have a high school diploma. Some college preferred.

(Indian preference will apply, if claiming Indian preference please include proof of enrollment with resume. (applications will be accepted until January 30, 2006)

- Salary: \$6.75 to \$7.25 an hour DOE
- Benefits will apply after successful 30/60/90 day evaluation

Please include a cover letter with resume and (3) references. Mail or fax to:

Jackie M., Office Manager
Indian Family Health Clinic
1220 Central Avenue 1B
Great Falls, MT 59401
406-268-1510 (w#)
Fax#406-268-1914